

## **REGULATIONS OF THE THREE-YEAR BACHELOR'S DEGREE COURSE IN POLITICAL SCIENCE AND INTERNATIONAL RELATIONS (CLASS L-36)**

### **Article 1**

#### **Introduction and content**

1. The three-year Bachelor's Degree in Political Science and International Relations has been activated in the Department of Political and Legal Sciences of the University of Messina according to current University regulations.
2. The degree program belongs to Class L-36 Political Science and International Relations and has a duration of 3 years for a total of 180 credits.
3. This Regulation governs the educational activity of the three-year Bachelor's degree in Political Science and International Relations, as well as any other subject to it devolved by legislative and regulatory sources.
4. These teaching regulations outline the organizational aspects of the degree program in compliance with the freedom of teaching, as well as the rights-duties of the teachers and students.
5. Simultaneous enrollment in another Degree Course or Master's Degree Course is permitted, even in another University, School or Higher Institute with a special order, provided that all the following conditions are met:
  - a) the CdS do not belong to the same class;
  - b) the two courses of study differ for at least two-thirds of the training activities, or they differ for a number of university credits (CFU) at least equal to two-thirds of the total number of credits required for the acquisition of the qualification.
  - c) in the case of simultaneous enrollment in a degree course with a limited number of candidates, it is necessary that the applicant is in a suitable position in the ranking.
6. Simultaneous enrollment in a research doctorate or specialization or master's course is also permitted, except for medical specialization courses, provided that one is in possession of the qualifications necessary for admission in accordance with current legislation.

### **Article 1-bis**

#### **Prerequisites for simultaneous enrollment during study**

1. This article regulates the simultaneous enrollment in two courses of study. When applying for simultaneous enrollment in the three-year degree course in Political Science and International Relations, in order to evaluate the objective differentiation of the two training courses, the Study Course Council considers the SSDs attributed to the basic characterizing activities, similar or supplementary present in the programmed teaching offer and the related credits.

The evaluation of the differentiation will be carried out according to the methods and timing reported in paragraph 2.

2. When applying for simultaneous enrollment, the Study Course Council with the support of the competent administrative secretariat of the Course will refer to the sum of the absolute values of the differences in the credits attributed to the basic, characterizing, related or supplementary activities associated with the Scientific-Disciplinary Sectors present in the programmed didactic offer of the two Study Programs. In the event that the differentiation is to be calculated between courses of study of different duration, the calculation of two-thirds is to be referred to the course of study of shorter duration.

3. For the purposes referred to in paragraph 2, when applying for simultaneous enrollment, the student presents the complete study plan for all the years of the course of both degree programs. In this phase the student may not make the choice of the TAF D activities.

4. The verification of the objective differentiation of the two Study Programs by the Study Program Board will be positive if the sum of the absolute values of the differences in the credits attributed to the basic, characterizing, related or supplementary activities associated with the SSDs present in the offer programmed teaching of the two Degree Courses is greater than or equal to two thirds of the sum of the credits envisaged for the aforementioned activities in the three-year Degree Course in Political Science and International Relations.

5. If the verification referred to in paragraph 4 is negative, the Degree Program Board decides on the inadmissibility of the request.

6. In case of a positive outcome of the verification referred to in paragraph 4, the Degree Program Board will refer to the sum of the absolute values of the differences in the credits attributed to the "other educational activities" associated with the Scientific-Disciplinary Sectors present in the teaching program of the two Courses of Study provided that in this phase all the CFUs associated with:

- internship and orientation activities;
- internships and apprenticeships in companies, public or private bodies, professional bodies;
- practical evaluation training activities;
- laboratories associated with specific SSDs;
- final test;

since these are training activities aimed at acquiring skills and facilitating professional choices to which the specific degree can give access, and which cannot be used for the other Study Program.

7. The overall evaluation for the admissibility of the simultaneous registration is obtained by adding the results of the checks referred to in paragraph 4 and in paragraph 6. The check is positive if the sum of the two values is greater than or equal to two thirds of the number of credits necessary for the acquisition of the degree.

8. Only after the outcome of the verification referred to in paragraph 7, the Study Program Board decides with justification on the acceptance of the application.

#### **Article 1-ter**

##### **Verification of the maintenance of the requirements for the simultaneous registration**

1. The annual verification of the maintenance of the requirements for simultaneous enrollment in the three-year degree course in Political Science and International Relations, envisaged by current legislation, is carried

out by the administrative secretariat of the Course, and is fulfilled in the absence of changes to the study plans.

2. In the event of any modification of one or both of the study plans involving the basic, characterizing or related or supplementary activities or transfer to another course of study or transfer on entry, the student must submit a specific request to the Board of Course of Studies so that the latter can operate a new check on the necessary differentiation pursuant to art. 1 bis, paragraph 4.

3. Only after the positive outcome of the new audit, the Study Course Council shall decide on the modification of the study plan and any modification shall be made directly by the administrative secretariat of the course.

4. For the inclusion in the study plan of educational activities autonomously chosen by the student (TAF D), or for a subsequent modification of the TAF D activities, the student must submit a specific application to the competent Study Course Council for the subsequent deliberation.

## **Article 2**

### **Instructional Objectives**

The Bachelor of Science in Political Science and International Relations aims to offer a basic multidisciplinary training in the historical-political, legal-internationalist and economic-to train professionals with the necessary cultural background and specific skills to operate both in the public and private sectors and in organizations active at European and international level. The relevant objective of the course is to equip graduates, through an interdisciplinary approach, with the necessary ability to adapt to professional contexts in continuous transformation, enabling them to operate not in terms of public/private juxtaposition, market/institutions, economy/law, but according to a systemic approach in which all the implications are fundamental to grasp the complexity of national and international scenarios.

## **Article 3**

### **Professional profiles reference**

Employment opportunities and professional activities of the three-year bachelor's degree course in Political Science and International Relations include: national, EU institutions and international officials; national and international consulting; project management expert for EU funded projects; consulting in companies operating in the private sector and NGOs involved in development cooperation. The course prepares for the profession of the following classifications (ISTAT codes):

1. Administrative and technical secretaries of general affairs - (3.3.1.1.1)
2. Information Acquisition Technicians - (3.3.1.3.1)
3. Interviewers and occupational detectors - (3.3.1.3.2)
4. Foreign language correspondents and related professions - (3.3.1.4.0)
5. Public relations technicians - (3.3.3.6.2)
6. Teachers in vocational training - (3.4.2.2.0)
7. Employment services technicians - (3.4.5.3.0)

## **Article 4**

## **Curriculum Articulation**

The Bachelor of Science in Political Science and International Relations is divided into the following curricula:

- 1) "Political Science and International Relations" in Italian;
- 2) "Political science and international relations" in English.

### **Article 5**

#### **Admission requirements and methods for verifying initial preparation**

1. International students are required to demonstrate a valid secondary school diploma or an equivalent qualification as required by current Italian law and recognized by the University competent authorities for admission to the three-year bachelor's degree course in Political Science and International Relations.
2. The verification of personal preparation (ex Art. 6, paragraph 1 of 270/04) is carried out by TEST CISIA or equivalent. The Degree Course Council will announce on the website of the Degree Course the type of test and the threshold of the test useful for a positive verification. For students, both Italian and foreign, who intend to attend the course in English, there is a verification of the B2 level of knowledge.
3. If the verification of personal preparation is not positive, some candidates will be assigned additional learning obligations (OFA) to be fulfilled in the first year of the course. Methods of compensating for any deficiencies in individual preparation will be published on the degree program website. In case of failure, the student will be enrolled as a student repeating the first year.

### **Article 6**

#### **Training activities**

1. Training activities include: courses, workshops, seminars, conferences, internships, traineeships. They can be held at suitable public and/or private institutes in Italy and abroad. They must be recognized by the Degree Course Council who will decide if the IT, linguistic and relevant skills are coherent with the curriculum of the degree program itself.
2. For general information on university training credits, please refer to the current regulations of university teaching.
3. University learning work is measured in CFU (university training credits).
4. Each credit corresponds to 25 hours of total study time for the student.
5. In compliance with the provisions of art. 10, paragraph 5, of the current University Teaching Regulations, the teaching load corresponding to 1 credit is equal to 6 hours of frontal teaching for lessons, as well as 10 hours for exercises and laboratory activities.
6. Training activities of any kind cannot be accepted without the corresponding credit recognition.
7. The credits assigned to each training activity are acquired by the student after passing the exam or following another form of verification of preparation or skills acquired, based on the type of training activity carried out.
8. The previously mentioned training activities are accepted:
  - a) in the basic disciplinary areas required for the classification which the degree program belongs to;

b) in the disciplinary fields pertaining to the classification;

c) in related or supplementary disciplinary fields with respect to the basic and required areas.

9. Students are required to choose training activities related to foreign language study, internship and/or apprenticeship training activities, or activities for the preparation of the final exam.

10. The academic offer, the list of courses and other training activities with the indication of the corresponding credits, modules and duration in hours are reported in the Student Study Guide of the academic year of registration.

## **Article 7**

### **Frequency and method of carrying out the teaching activities**

1. Attendance at lessons is not compulsory.

2. The teaching activities are divided into frontal lessons and possibly also exercises, workshops and seminars.

3. The Degree Course in Political Science and International Relations offers multidisciplinary seminars that allow students to compare types of knowledge and methodologies.

4. The Degree Course may include teaching experiences in "e-learning" mode.

5. The individual years of the course are divided into two teaching periods, defined as semesters, established with the resolution of the Department Council based on the university Calendar. Such periods are separated by a suitable interval to allow the completion of the exams.

6. Courses are usually held every six months.

7. The period for carrying out the lessons, exams and final exam are established by the didactic calendar approved annually and available on the institutional website of the Department.

## **Article 8**

### **Propaedeutic**

1. The following prerequisites shall be established:

1) Institutions of public law is preparatory to Administrative Law, International Law, Institutions of European Union law;

2) Political economy is a prerequisite for international economics;

3) International law is preparatory to International Criminal Law, Law of Migration Flows;

4) Modern History and Contemporary History are preparatory to History of Political Doctrines;

5) International Law and Human Rights is preparatory to International Organization (for the English language curriculum only).

## **Article 9**

### **Exams and other methods of evaluation**

1. Exams are taken at the end of every course, according to the requirements established by every instructor as published on UNIME ESSE3.
2. Equivalent exams are required for students with special needs and all necessary assistance for autonomy and/or communication is allowed according to the needs. Students with special needs are permitted to use all necessary instruments. The university guarantees specific technical and didactic instruments and any other assistance according to student needs and available financial assistance, to be arranged with the instructor.
3. Required exams can be oral and/or written, or practical according to what has been determined by the Course Academic Council and required by art. 22 of the University Teaching Regulations. The minimum score for passing is 18/30. Any attribution of honors, in addition to the maximum score of 30/30, is subject to unanimous approval of the Examination Board.
4. In the case of written tests, the student is allowed to withdraw any time during the duration of the exam. In the case of oral exams, the student is allowed to withdraw until the Commission has expressed the final evaluation. The student who has withdrawn is allowed to repeat the exam in the next exam session.
5. The student who has not obtained a sufficient evaluation is allowed to repeat the exam in the next exam session, provided there is an interval of at least thirty days between the first and second exam session.
6. Exams and assessments relating to elective courses, such as "activities autonomously chosen" by the student, can be considered for calculating the final grades corresponding to a CFU credit.
7. Evaluations relating to activities aimed at acquiring further knowledge or extra-curricular linguistic skills, as well as computer and telematic, relational or otherwise useful skills for entering the world of work are not applied towards required exams.
8. The credits acquired from exams in addition to those that can be counted for the purpose of completing the training course (free or extracurricular courses) are recorded in the student's records (career) and can be counted as stated in the current regulations. The evaluations obtained are not included in the grade point average of the exams.
9. Teachers can carry out intermediate written and/or oral tests during their own course, which can be considered as part of the evaluation process. The use of these intermediate tests must be programmed and published on UNIME ESSE3.
10. The Examination Commissions are appointed by the Director of the Department, according to the proposal of the Coordinator of the Degree Course in Political Science and International Relations and is composed of at least two members, one of whom must be the teaching supervisor.
11. In the case of multi-module training activities (integrated courses), the Commission shall consist of the teacher responsible for the integrated course and several teachers equal to the number of modules belonging to the different SSDs of which the training activity is composed. The overall assessment of the student's profit cannot, however, be divided into separate assessments on the individual modules.
12. The Examination Boards shall be chaired by the lecturer responsible for the course or, in the case of multi-module training activities, by the teacher responsible for the integrated course. In case of absence or impediment of the President, he is replaced by another teacher.
13. The Commission shall consist, in addition to the President, professors and/or researchers from relevant fields, contract lecturers and, in cases where there is insufficient access to tenured or contract lecturers who are interested in the subject.

14. The Director of the Department shall fix the date of the appeals of the various sessions. Any postponement of the starting date of appeals must be justified and promptly requested by the President of the Examination Commission to the Director of the Department who must authorize such a move. Once fixed, the starting date of the appeal cannot be anticipated.

15. The student may request advance payment of up to two examinations per academic year, if you have already taken all the examinations foreseen for your course year and for the previous years or have already taken all the exams provided for in the first semester of the study plan for your course year and for the previous years to anticipate activities training scheduled to the second semester of the study plan of the course year.

16. The authorization to advance the exams will be granted by the Director of the Department and the consequent inclusion of the discipline on the Esse3 platform is subject to the assessment by the Student Secretariat of the required requirements.

17. The advance of examinations for which the preparation provided for in art. 8 of these Rules.

18. Regarding examinations and proficiency checks with digital record-keeping, the rules contained in the University's Teaching Regulations are fully recalled.

## **Article 10**

### **Activities chosen by the student (Other activities)**

1. The credits chosen by the student can be obtained as follows:

a) through exams related to disciplines activated in the University, autonomously chosen by the student.

b) through participation in seminars, conferences, conventions, cinematographic activities or plays, study trips, guided tours, sporting activities, etc.; such initiatives must be organized by professors and/or by university offices or, in any case, recognized by the latter.

c) through initiatives of interest to the Study Program and/or the Department in which it is held may be proposed. The request for recognition of the initiatives must be presented by one or more professors, the Study Program or the Department, through a detailed request that contains all the necessary data (program, time commitment, attendance record method, submission of a written report by the student with the corresponding time commitment and final verification). The Councils concerned decide on the recognition of the activity, proposing teachers have the task of issuing necessary certification validation of the credits obtained, according to the indications set out in paragraphs 3 and 4 below.

2. The initiatives promoted by the university will be validated by the Study Program Board, subject to presentation of an application for recognition by the student, with attribution of credits in the measure approved by the Collegial Body.

3. Only the activities carried out during the enrollment period can be evaluated, except the possible recognition of exams taken previous university degree program and/or activities carried out in the context of special agreements between the University and secondary schools, in which the requesting students participated.

4. The attribution of credits for the activities referred to in paragraph 1, lett. b) and c) will take place according to criteria that includes the overall study commitment of the student which must respect the proportion of 25 hours per 1 ECTS = 1 ECTS.

## **Article 11**

### **Curricular internship activities<sup>1</sup> and "internship and internship in companies, public bodies or individuals, professional orders" and methods for verifying the results**

1. Curricular internship activities and "internships and training in companies, public or private bodies, professional orders" are aimed at putting the student in contact with the possible opportunities for future work and professional enrichment.
2. The curricular internship activities can be carried out in public administrations or private entities and companies, both Italian and foreign that have an agreement with the University; they can also be carried out at university facilities or at external facilities, if managed by professors of the Department through a regular concession relationship or agreement collaboration with the specific bodies in charge.
3. The curricular activities for "internships and apprenticeships in companies, public or private bodies, professional organizations" must be carried out outside the University, at public administration offices or private entities and companies, both Italian and foreign, which the University has a special agreement with.
4. Curricular internship activities and "internships and internships in companies, public or private bodies, professional organizations" are previously and individually authorized by the Course Coordinator degree or by his/her delegate.
5. Curricular internship activities and "internships and internships in companies, public or private bodies, professional organizations" are carried out under the supervision of a professor of the course of study such as responsible for the activity.
6. The Department publishes the Guidelines relating to procedures for requesting, approving and acknowledging the aforementioned activities on the university website.

## **Article 12**

### **Mobility and studies completed abroad**

1. The Degree Course promotes and encourages the participation of students and teachers in the international mobility and exchange programs recognized by the University.
2. The Council commits to recognise students who have taken part in the Erasmus programme for study and/or work experience and research purposes the ECTS acquired during their stay abroad, subject to the opinion of the reference of the international mobility of the CDS and in accordance with the procedures established by the University Regulations and the specific Regulations in force on the recognition of CFU accrued abroad.
3. The Degree Programme Council can recognize as curricular activities of "training and orientation" any activities carried out abroad.
4. In case of students who have carried out a specific activity of "thesis research" abroad, the Council, at the request of the student, can decide the recognition of several credits equal to two thirds of the total credits provided for the final test as credits acquired in mobility abroad.

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<sup>1</sup> Curricular internship activities are defined in the RAD as "curricular internship activities and of orientation"



5. 5. If the period abroad for the activity of "thesis research" is such as to allow the maturation of a number of credits higher than those recognizable pursuant to paragraph 4 above, The Contact for International Mobility may provide for the recognition of additional credits to be assigned to TAF F or TAF D activities, indicatively to the extent of one CFU per month of stay dedicated entirely to the preparation of the thesis.

### **Article 13**

#### **Final exam**

1. To be admitted to the final exam for the bachelor's degree in Political Science and International Relations, the student must have earned all the required credits required by the Learning Plan, except for the credits assigned to the final exam, and be current in the payment of all university tuition payments and contributions.
2. The student who has earned all the credits required by their study plan can receive the degree regardless of how many years they have been enrolled in the university.
3. The student must send the application to graduate to the Student Secretary at least 90 days before the intended graduation session. It must be signed by the Department Director and the Thesis Advisor. The date of application will be considered to be the date of receipt by the Protocol department.
4. When submitting the application, the student indicates the supervisor, chosen from among the professor of the University of Messina, who assists him in the preparation of the final paper and the subject that has been assigned to him. The role of lecturer can also be played by teachers who are alternates or have been awarded a teaching contract in the academic year of application.
5. The final examination shall be the follow-up of the graduate to the public discussion of the report by which the Examining Board can assess the candidate's cultural maturity and capacity for preparation and the quality of the work carried out.
6. The final thesis, provided with the approval of the thesis advisor, must be sent by email from the candidate to the competent administrative offices at least 7 days before the final exam. The work can be viewed by the members of the Degree Commission appointed by the Director for that graduation session.
7. The final thesis may be presented partially or entirely in English, (unless there is an obligation for enrolled students to write and discuss the thesis in English because the curriculum is taught in English) provided that a presentation in Italian is attached, complete with summary of the contents and accompanied by the approval of the supervisor.
8. The final thesis may include the preparation of an abstract in English.
9. It is necessary to achieve the minimum score of 66/110 to pass the final exam. The maximum score is 110/110 with possible attribution of honors.
10. The graduation exam score is equal to the sum of the basic score and the mark of assessment referred to in paragraphs 11 and 12 below. The basic score is given by the arithmetic mean weighted with respect to the credits and converted into one hundred and tenths (communicated by the Student Secretary) of all the training activities with marks expressed out of thirty as required in the candidate's study plan, with rounding of tenths to the nearest higher or lower unit; the mark of thirty and honors is assigned a value of 31.
11. For the attribution of points for the curricular mark, the Commission has up to a maximum of 4 points, which can be assigned by adopting the following criteria:
  - International mobility with acquisition of credits;

- Conclusion of ongoing studies; the criterion can be used if the last exam was taken within the last session of the calendar year and the degree is obtained within the last session of the last year of the course;
- Acquisition of at least two honors in basic and characterizing subjects;
- Training and orientation internships in companies or research institutions.

12. For the attribution of the evaluation grade of the thesis, the Commission has up to a maximum of 7 points that can be assigned by adopting the following criteria:

- the quality of the work of the paper;
- the extent of the effort made in the production of the paper;
- the student's knowledge of the topics of his paper and the reference bibliography and the ability to connect them to the characterizing themes of the degree program;
- the ability to fluently explain the arguments of his work and to draw conclusions

consistent with the results obtained;

- the ability to summarize the work carried out and the results achieved, within the time allotted for the presentation;
- the ability to respond to the questions posed by the Commission in a fluent and relevant manner.

13. Honors, requested by the supervisor, can be awarded if the Commission is unanimous.

14. The final degree exams are held in public and take place in the presence of the candidate with the final proclamation and communication of the degree mark assigned by the Commission.

15. The student who intends to withdraw from the final exam to obtain the degree must inform the Commission before the President dismisses him at the end of the presentation.

16. The Commission for the evaluation of the final exam is appointed by the Director of the Department as referred by the Degree Course Coordinator. The Commission is made up of at least seven members whose majority must be made up of tenured professors at the Department. Permanent teachers, substitute teachers or teachers can be part of the Commission; contract researchers, regular professors and assistant professors can also be included from another Department of the University, if their roles comply with art. 24 paragraph 2 of the Teaching regulations. Members can also be part of the teaching commission of other universities and experts of research institutions.

17. Normally, the President of the Commission is the Director of the Department or the Coordinator of the Degree Course Council, or, alternatively, a full professor with seniority. The President is responsible for guaranteeing the full regularity of the exam administration and the adherence of the final assessments to the general criteria established by the Degree Course Council.

18. The final exam consists of the thesis presentation and discussion questions addressed to the student. Students are permitted to use multimedia support in the presentation.

19. The times allowed for presentation and discussion must be the same for all candidates for all graduation sessions, regardless of the number of candidates.

20. At the end of the final exam, the Graduation Commission communicates the mark.

21. The proclamation takes place with a short public ceremony, immediately after the conclusion of all the final exams or on subsequent days. The place, date, time of the proclamation ceremony will be

communicated to the Teaching Secretary of the Department by the Coordinator at the same time as the communication of the date of the final exam.

22. The final tests for obtaining the qualification are divided into at least three sessions.

23. The graduation diplomas are awarded in group ceremonies on the dates published in the Teaching Calendar.

## **Article 14**

### **Transfers and recognition of credits**

1. In cases of transfer from another Italian university, or transfer from another degree program, or new enrollment or carrying out parts of training activities in another University, Italian or foreign, the Degree Course Council decides on the recognition of the credits acquired by the student.

2. The Degree Program Board ensures the recognition of the greatest possible number of credits accrued by the applicant, if these have been acquired in the same Student Study Plan from the Teaching Plan scheduled for the course, validating the corresponding exam.

3. If the credits have been acquired more than 8 years from the date of the request for recognition, the Council will appoint a special Commission which will evaluate the eventual obsolescence of all or part of the credits acquired for which validation is requested, taking into account the exam programs presented by the applicant and the outcome of a verification interview, as required by art. 23 of the University teaching regulations.

4. The Council, on a proposal from the Commission, will decide on any supplementary tests through the adoption of an individual study plan.

5. If the credits previously acquired by the student in an SSD are lower than training credits given in the corresponding SSD of the teaching required in the Course, the Council, having consulted the teacher in charge of this discipline, establishes the methods of integration of the exam for the acquisition of the missing credits.

6. The Council, with a motivated resolution, can also validate training credits acquired in SSD other than those taught in the degree program, if there is a substantial correspondence of contents between the training activity already carried out and the training activity required by the Scheduled Teaching Plan and without prejudice to the possibility of providing integrations.

7. The extra credits that were not validated can be entered in the student's career as a "chosen activity", in compliance with the provisions of art. 13, paragraph 5 of the University Teaching Regulations.

## **Article 15**

### **Credit recognition in case of simultaneous enrolment in two courses of study**

1. In case of simultaneous enrolment in another course of study, the Degree Course Council, at the request of the student, shall decide on the recognition, also partial, of the credits acquired by the student in the other Course of Studies up to the maximum competition of 1/3 of the ECTS necessary for the achievement of the degree. They may be subject to recognition within the above limits and in the following ways:

- a) credits acquired in the basic, characterizing, and similar or supplementary training activities belonging to SSDs common to the two Courses of Study and having the same number of CFUs.

These credits can be recognized in the corresponding SSDs of the courses provided in the Course or as an activity chosen by the student (TAF D);

b) in case of training activities borrowed between the two courses of study, recognition shall be granted automatically, also in derogation to any quantitative limits of annual credits provided for in the Programmed Teaching Plan of the Bachelor of Science in Political Science and International Relations;

c) credits acquired in the other course of study in educational activities independently chosen by the student (TAF D) pursuant to art. 10 of the present Regulation, provided that they are assessed consistent with the training project;

d) part of the credits, acquired in basic, characterizing and similar and supplementary training activities belonging to SSDs common to the two courses of study, but having different number of credits, can be recognized in the corresponding SSDs of the courses provided in the Course;

e) credits acquired in language skills (TAF E) and/ or computer and telematic skills (TAF F) can be recognized if the aforementioned skills and abilities are provided for in the plan of the Teaching program.

2. In cases simultaneous enrolment can't be recognized by Council of Study Course credits acquired, in the other Degree Course, in the activities of training and orientation and/ or internships in companies, public or private, professional orders, and/ or practical internship evaluation, laboratories associated with specific SSDs, since they are training activities aimed at acquiring skills and facilitating professional choices to which the specific qualification can give access.

## **Article 16**

### **Orientation and tutoring**

1. Orientation activities are organized by the Orientation and Tutoring Commission of Department.
2. Each year, the Commission assigns each new student a tutor chosen from among the professors of the degree course. The tutor will have the task of following the student throughout their training course, to guide, assist, motivate and make him an active participant in the educational process. The tutor will assist the student as needed.
3. The tutoring of students enrolled in the Degree Course falls within the institutional duties of the teachers.
4. The names of the tutors, as well as the office hours, can be found on the website institution of the Department.
5. The procedures for carrying out the tutoring service are established by the Commission of Orientation and Tutoring of the Department.

## **Article 17**

### **Non-course students, repeating students, interruption of studies and forfeiture from the same**

1. The student is considered out of course when he has not acquired the number of credits necessary to obtain the degree within the normal duration of his degree program.
2. The Study Program can organize forms of tutoring and support for non-course students.

3. The out-of-course student loses the status of student if he has not passed any exam required by the teaching regulations for eight consecutive academic years.
4. Regarding withdrawal from the program, please refer to what the regulations in the art. 28, paragraph 6 of the University Teaching Regulations.
5. The Study Program does not include the repeating student, except as provided by art. 5 paragraph 3 of this regulation.

## **Article 18**

### **Election and appointment of the Coordinator of the Study Program Board**

1. The Study Program Council is chaired by a tenured professor, who has the title of Coordinator, elected from among its members by secret ballot and appointed by rectoral decree.
2. In the first ballot, the candidate who obtains the majority of the votes of those in attendance is rightfully elected.
3. If no candidate reaches the quorum, a second voting is held where the candidate who obtains the majority of votes is duly elected.
4. Blank ballots are considered valid votes cast.
5. If no candidate obtains the required majorities by two votes, there is a runoff between the two candidates who have received the most votes. The ballot vote is valid no matter what the number of voters.
6. In the event of a tie, the candidate with the most seniority in the role is elected and, in the event of the same seniority of role, the oldest will be chosen.
7. The Coordinator remains in office for three years and can be re-elected consecutively only once.
8. The Coordinator can select an assistant coordinator.

## **Article 19**

### **Final provision**

For anything that is not expressly addressed by these Regulations, please refer to current national and university legislation.